



Connecting Buyers and Suppliers



OhioBuys Upgrade (Release 4)

February 2023

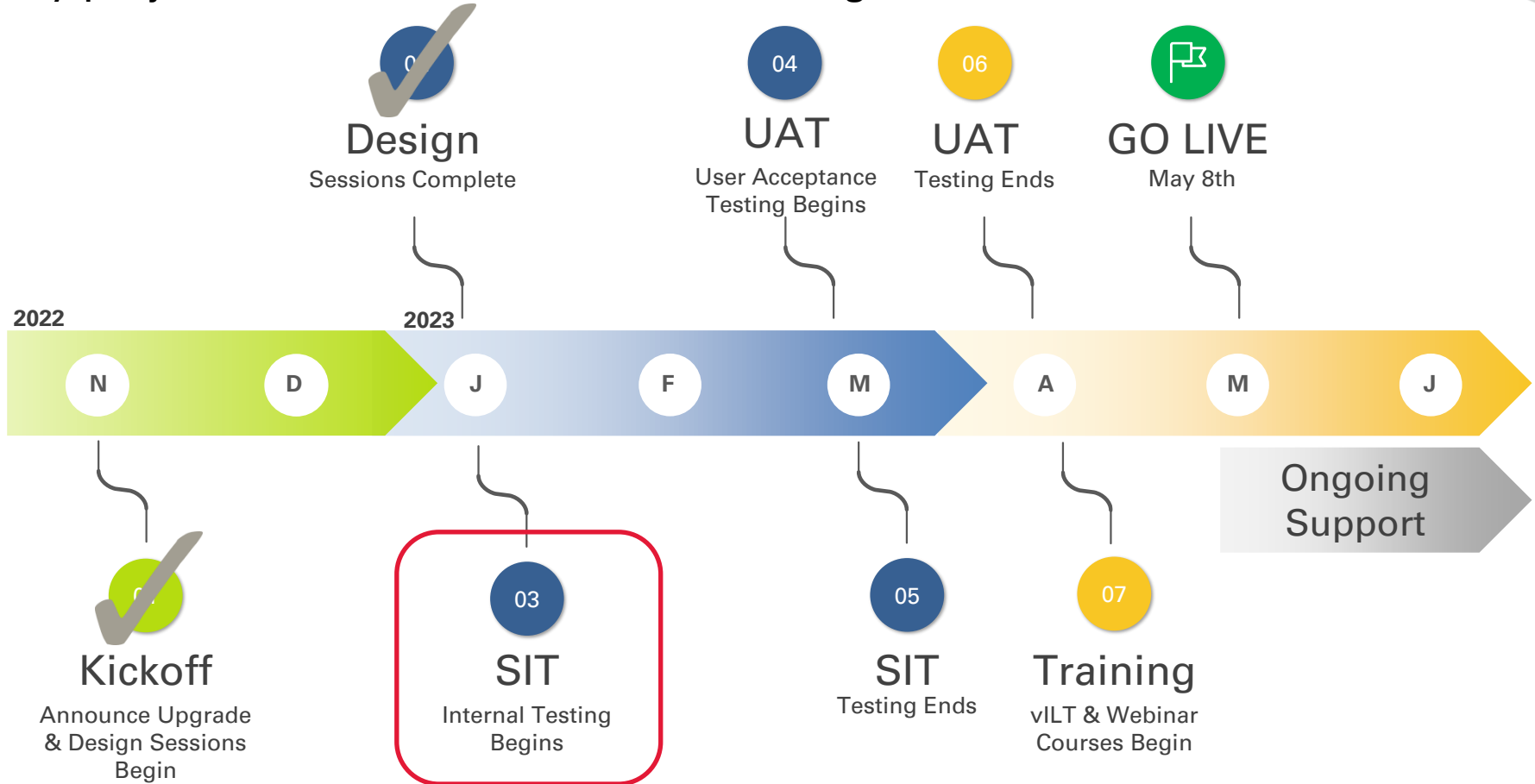


Department of
Administrative Services

Upgrade Recap

Milestones

Key project milestones include the following:





Connecting Buyers and Suppliers

Upgrade Features Spotlight

Overview of OhioBuys Upgrade

The OhioBuys Upgrade will bring changes to the below core system modules. Overall, there will be new ways for end users to communicate directly and quickly within OhioBuys, including several enhancements to notification management aimed at centralizing actions, messages, and notifications.

Within the Solicitations and Contracts (S&C) module, there are various new features.

In addition to these updates, different user interface components of pages across OhioBuys have been improved to streamline the overall experience for users.

Core OhioBuys Modules – 25 New Features to Highlight

Today's Spotlight



**General
Navigation**



**Solicitations
and Contracts
(S&C)**



**Request to
Purchase Order
(R2PO)**



**Supplier
Management**



Suppliers



**Reporting and
Analytics**

Core Changes by Module

General Navigation

The broadest changes to OhioBuys that the average end user will notice are tied to the **in-system messaging functionality**. This upgrade introduces the ability for **internal and external users to communicate directly within OhioBuys** on different system objects. (e.g., purchase orders).

EXAMPLE



A Requisitioner and a Supplier will be able to send each other messages using the message center on a purchase order.



To help facilitate this, the upgrade has also introduced several **improvements to notification management** aimed at **centralizing actions, messages, and notifications**.

Other Improvements:



A revamped homepage with additional information for some end-users, such as previously purchased items



Direct link to a sourcing project from Pending Validations



Additional User Interface improvements

Message Center

With the new messaging feature, the message center now shows all message threads in one place.

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Message center

Conversation type

Supplier

Conversation filter

Q Search

Conversations

PO00000992 - Copy of Copy of Req. 12/21/2022-1 800 CONFERENCE - 1 800 CONFERENCE

Orders

@Mike KAIZER Can you send a copy of the pdf to the Supplier?

2/3/2023

REQ0000004522 - Req. 1/4/2023 (AGE924000 Information Systems Division ODA246 - Lancenese Nicholas)

Purchase Requisitions

What should the account codes be for this req?

2/2/2023

PO00000992 - Copy of Copy of Req. 12/21/2022-1 800 CONFERENCE - 1 800 CONFERENCE

Orders

1 800 CONFERENCE

Hello Test Contact

2/2/2023

REQ0000004525 - Copy of Copy of Req. 12/21/2022 (BOR401300 Ohio Learning Network JRST36 - Bowdler David)

Purchase Requisitions

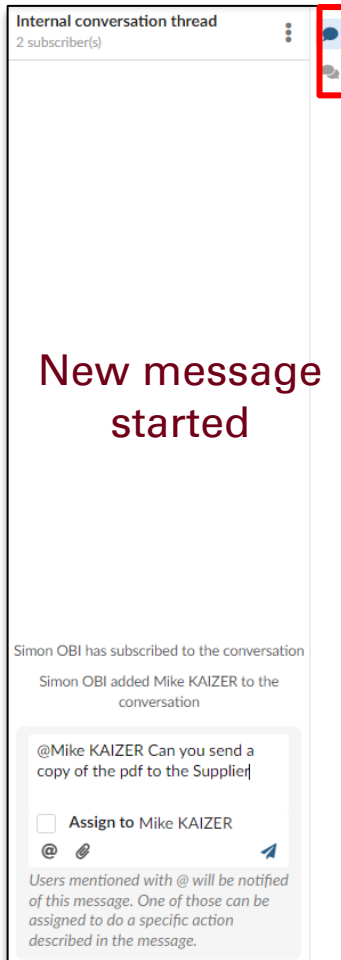
Hello

2/2/2023

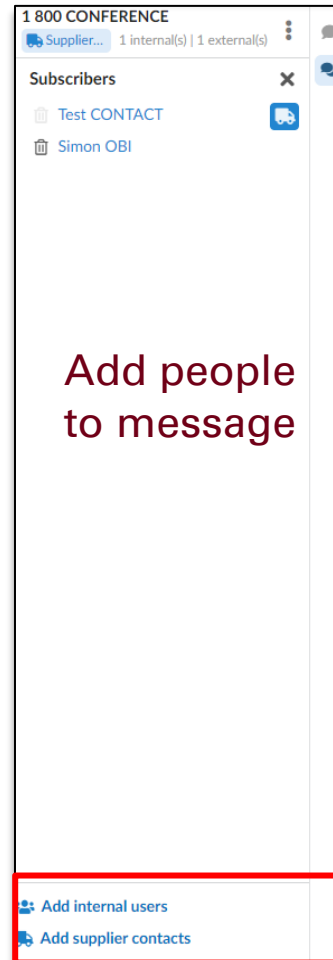
Individual Messaging

Individual messages can be started by object, and additional collaborators added.

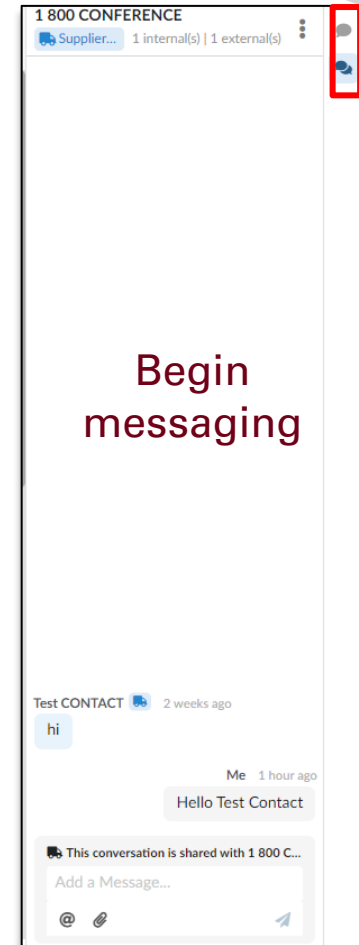
New message started



Add people to message



Begin messaging



Q & A

Appendix

OhioBuys Upgrade Tools & Resources

Tools

- ✓ Monthly Sustainment Meetings
- ✓ Monthly Newsletters (first Friday of the month)
- ✓ Upgrade Web Page
- ✓ Agency Superuser Teams **Upgrade** Channel (January)
- ✓ Spotlight Screenshots (February)
- ❑ Readiness Webinars (March) - **NEW**

Resources

- ❑ OhioBuys Mailbox: OhioBuys@das.ohio.gov
- ❑ OhioBuys Training Website: <https://procure.ohio.gov/agencytraining>

Next Steps

Tips for socializing within your agency:

- Share this presentation with your agency in upcoming team meetings
 - Ask them to share with their teams as appropriate
 - Leverage in one-on-one meetings
- Distribute monthly sustainment presentations to all agency users
- Distribute monthly newsletters to all agency users

Design Team

The design team reviews all proposed upgrade features that need decision-making for implementation. This team represents agencies as well as DAS, with support from the project team.

- **Kelli Whalen** (Department of Public Safety) – Phase 1 Early Adopter Agency
- **Christopher Fitzpatrick** (Department of Education) – Phase 2 Agency
- Office of Procurement Services (Department of Administrative Services)
 - **David Colopy** (Non-IT Procurement)
 - **Margaret Owens** (IT Procurement)
 - **Kyle Bailey** (OhioBuys Template Manager)
- **Project Team** (State and KPMG representatives)